

DISTRICT OF IDAHO FORMAT FOR MASTER MAILING LIST OF CREDITORS (MML)

In order to insure that the cases you file can be properly read by our Optical Scanner, we ask that you observe the following guidelines. Your cooperation is essential so that the case you are filing can be administered as expeditiously as possible.

1. The MML must be typed in either a 10 or 12 pitch.
2. The MML must be typed on a single page in a single column. (see examples attached).
3. The MML must be typed so that no letters are closer than 1 inch from any edge of the paper.
4. Each name and address must consist of no more than 4 (four) total lines, with at least THREE BLANK LINES between each of the name/address blocks.
5. Each line must be no more than 28 characters.
6. **DO NOT** include account numbers in the address.
7. **DO NOT** include the following on the MML:
 - Debtor
 - Joint Debtor
 - Attorney(s) for the Debtor(s)
 - US Trustee
8. Use the second line of the address to include any "attention" lines. **DO NOT** type it on the last line. The zip code **must** be the last entry for each address.

THINGS TO AVOID

1. **Extra marks on the MML** - such as letterhead, dates, debtor name, coffee stains, smudges, whiteout and any hand written marks. Any identifying marks such as case number, debtor name, etc. should be typed on a separate cover sheet attached to the MML.
2. **Nonstandard paper** such as onion skin, half-sized paper, or colored paper.
3. **Poor quality type or incorrect type** will cause the MML not to be read by the OCR. Poor quality can be caused by submitting a photocopy or carbon, or using an exhausted typewriter ribbon.
4. **A misaligned MML** caused by removing the list from the typewriter before completing the MML or inserting the paper into the typewriter crooked.
5. MML typed in **all upper case letters is not acceptable.**
6. **The % symbol and & symbol*** cannot be used in an address. For example:

Mr & Mrs John Doe
% First Security Bank

is incorrect. The software we use in our database uses these two symbols. If an address includes a "%" or "&" a notice cannot be generated.

** Use "c/o" instead of %
Use "and" instead of &*

EXAMPLE MASTER MAILING LIST (MML)

Flex Northwest
1540 NW 46th St
Seattle WA 98372

General Welding Supply Co
PO Box 3617
Baltimore MD 20984

George S Bush Export, Inc
1400 Exchange Bldg
Buffalo NY 10984

Glander International
Lake Success Plaza
One Hollow Lane
Lake Success NY 11042

Gus Electronics
Marine Division
3700 West 61st Ave
Anchorage AK 99502

Hansberry's Appliance
Parts Division
400 9th Ave N
Seattle WA 98109

If you are including the following agencies on your MML the proper addresses are:

Internal Revenue Service
Chief, Special Procedures
550 W Fort St, MSC 041
Boise ID 83724

US Attorney
Box 32
Boise ID 83707

State of Idaho

Motor Vehicles
POB 7129
Boise ID 83707-1129

Idaho State Tax Comm
POB 36
Boise ID 83722

Attorney General
State of Idaho
POB 83720
Boise ID 83720-0010

Small Business Admin
1020 Main - Suite # 290
Boise ID 83702

State of Idaho
Dept of Employment
317 Main
Boise ID 83735